



1988

SEAALL Procedure Manual Draft, 1988

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project undertaken
by Ed Edmonds
88-89

PROCEDURE MANUAL

Southeastern Chapter

American Association of Law Libraries

Draft

July 1988

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I. INTRODUCTION

A. Purpose of Manual

This Procedure Manual is intended to provide SEALL officers, committee chairs and members an overview of the mechanics of the Chapter's operations. It should assist members assuming new positions of responsibility to begin their work with an idea of how the functions they are responsible for were carried out by their predecessors. It should also help to clarify areas of overlapping and intersecting responsibility, and to provide an idea of how the work one does may affect or be affected by the work of others.

The intention is not to provide every detail of past operations, or to replace personal contact between members. It is assumed, for example, that an outgoing committee chair will thoroughly discuss with his/her successor the work of that committee, and provide more extensive documentation and records than can feasibly be included in this Manual.

Nor is it the intention of the Manual to prescribe unbending rules of procedure or to stifle creativity. It hopefully helps to avoid the necessity of reinventing the wheel while not precluding the possibility of building a better mousetrap.

B. Relationship to Other Documents

The Procedure Manual supplements the Chapter's Constitution and Bylaws, but does not have the same official status as those core documents. While the latter are prescriptive, the Manual is meant to be suggestive. In cases of conflict between the Manual and the Constitution and Bylaws, the latter clearly prevail. While the Manual attempts to provide interpretations of some of the general provisions of the core documents, the interpretations are not to be treated as definitive. Members should feel free to exercise judgment within their areas of responsibility and to deviate from the guidelines presented here when appropriate.

C. Updating

The Manual should be updated on a regular basis, with the frequency of revision determined by the Publications Committee. It is produced on three-hole punched paper to allow for insertion in a looseleaf binder and to facilitate updating of individual sections.

Suggestions for revisions should be forwarded to the Chair of the Publications Committee. All users of the Manual are encouraged to note statements that appear to conflict with actual or preferred practice and to suggest appropriate changes.

It is the responsibility of the Publications Committee to keep the Manual current. Revisions should only be promulgated with the approval of the SEALL Executive Board.

D. Distribution

The Manual is distributed to all SEALL officers and committee chairs. Notice of its availability is published in the Newsletter, and other members wishing to receive a copy can request one from the Chair of the Publications Committee. Distribution to SEALL members is made free of charge.

A copy of the Manual is also sent free of charge to the President of each AALL Chapter, to the Coordinator of the Council of Chapter Presidents, and to the Executive Director of AALL.

Copies requested by individuals or groups not mentioned above may be provided at the discretion of the Chair of the Publications Committee. If the volume of such requests results in major additional expense, the Chair may request authorization from the Executive Board to charge such individuals or groups an amount equal to the actual cost of copying and distributing the additional copies.

II. BACKGROUND

A. History

5.

Fifty Years of Service : The History of the First Local Chapter of the American Association of Law Libraries, 1937-1987

The development of local chapters within the American Association of Law Libraries traces its development to a group of ten law librarians from Duke University, Wake Forest College, the North Carolina Supreme Court Library, and the University of North Carolina, who gathered in Chapel Hill in October 1937 to organize a group to meet several times per year in the "interest of fellowship, common exchange of ideas, and cooperative projects."¹ This organization named themselves the North Carolina Law Librarians. They established the positions of President and Secretary-Treasurer. With a desire to maintain informality, no fees nor standing committees were established. The organization's formal projects were of particular interest to North Carolinians, including a list of bibliographies and checklists for locating North Carolina publications.²

One of the major interests of this fledgling organization was the expansion of membership. Initially, this interest was directed at bar librarians throughout North Carolina. These attempts, however, were not particularly successful. In October 1938, the law librarian of the University of South Carolina was invited to join the group. The addition of Ophelia Strickland required renaming the organization the Carolinas Law Librarians.³

In October 1939, the Carolinas Law Librarians decided to apply to the American Association of Law Libraries for status as a chapter. The organization's request was accepted on the condition that a constitution be submitted to the national Association and that the name of the local chapter be altered to reflect its relationship to the national Association. The constitution was drafted by William R. Roalfe and the name was changed to the Carolinas Chapter of the American Association of Law Libraries. The funding of the chapter was based upon a receipt of a certain percentage of dues paid by members who belonged to both the chapter and the national organization.⁴

A major effort by the organization in February 1940 was the inclusion in the North Carolina Law Review of a three-part list showing the contents of a model library of North Carolina legal materials. The chapter also offered assistance to local bar librarians in methods of establishing and maintaining these libraries. The Chapter was instrumental in encouraging both state bar associations to establish a committee on law libraries.

By spring 1943, the continuation of World War II caused the Carolinas Chapter to agree to discontinue meetings for the remainder of the war. In fall 1948, the group was reactivated. Post-war activities included revitalization of law schools throughout the region as veterans returned to enroll in law schools. Primary among these activities was the completion of a number of new law school buildings.

¹Leverette & Elliott, History of the Carolina-South Eastern Chapter, 1937-1955, 49 Law Libr. J. 180, 181 (1956).

²Id.

³Id. at 182.

⁴Id.

On September 9 through 11, 1953, a Chapter meeting was held in Durham and Chapel Hill with the Southeastern Regional Conference of Law Teachers. Seventeen librarians from seven states came to this conference and agreed to organize and request chapter status as a larger regional group. The decision was also made to retain a loose affiliation with the Law Teachers.⁵

At the Annual Meeting of the American Association of Law Libraries in Miami, Florida, in 1954, the establishment of Southeastern Chapter of the American Association of Law Libraries was approved. The new organization drafted and adopted a constitution and bylaws and launched a newssheet. At the business meeting in which this new organization was formed, Mary Oliver was elected president and Sarah Leverette was elected Secretary/Treasurer. The group also agreed to hold meetings at the Annual Meetings of the American Association of Law Libraries and that future meetings would take place in conjunction with the meetings of the Southeastern Regional Conference of Law Teachers.⁶

In October 1964, the Chapter created a scholarship honoring Lucile Elliott for her many contributions to the Chapter, the American Association of Law Libraries, and law librarianship. The purpose of the scholarship was to advance the professional knowledge and the careers of law librarians in the southeastern region. Lucile Elliott was president of the American Association of Law Librarians in 1953 and a founding member of the North Carolina Law Librarians.⁷ The first recipient of this scholarship was Kathleen Langan.⁸

A major effort of the Chapter in the late 1960's and early 1970's was to check holdings of member libraries against the Association of American Law Schools List of Books Recommended for Libraries. A committee was formed to encourage cooperative use of resources and to establish areas of expertise in collection development.⁹ This cooperative attempt, however, was never successfully completed.

In spring 1975, the Southeastern Law Librarian was initiated. During its formative years it was edited by Gene Teitelbaum. The quarterly publication highlighted a state legislative information series.

After the 1981 summer meeting in Williamsburg, the organization agreed to return to spring meetings and the relationship with the Southeastern Conference of Law Teachers was severed. In 1982, the organization held their spring conference in Atlanta.

In recent years the members of the Chapter have helped create new chapters in Atlanta, South Florida, and New Orleans.

Ed Edmonds

⁵Id. at 184.

⁶Id. at 185. See also, Current Comments, 47 Law Libr. J. 37 (1954).

⁷Current Comments, 58 Law Libr. J. 170-71 (1965).

⁸Annual Reports, 59 Law Libr. J. 256 (1966).

⁹AALS Reports, 65 Law Libr. J. 306 (1972).

Southeastern Chapter
American Association of Law Libraries

Past Presidents

Mary W. Oliver	1954-55
Jane Oliver	1955-56
Corinne Bass	1956-57
Dorothy Salmon	1957-58
Kate Wallach	1958-59
Stanley Bougas	1959-60
Jeanne Tillman	1960-62
Betty W. Taylor	1962-64
U. V. Jones	1964-66
Mary Polk Green	1966-68
Sarah Leverette	1968-70
Leah F. Chanin	1970-72
Pearl W. Von Allmen	1972-74
William C. Younger	1974-76
Caroline C. Heriot	1976-78
Anne H. Butler	1978-80
Robin K. Mills	1980-82
Donald Ziegenfuss	1982-83
Kay Todd	1983-84
Edwin M. Schroeder	1984-85
Richard A. Danner	1985-86
Carol D. Billings	1986-87
Hazel L. Johnson	1987-88
Mary D. Smith	1988-89

CONSTITUTION

SOUTHEASTERN CHAPTER OF THE AMERICAN ASSOCIATION OF LAW LIBRARIES

ARTICLE I. NAME

The name of this organization shall be Southeastern Chapter of the American Association of Law Libraries.

ARTICLE II. PURPOSE

The Chapter is established for education and scientific purposes. It shall be conducted as a non-profit organization to:

- a. promote law librarianship.
- b. develop and increase the usefulness of law libraries, particularly those in the Southeastern area of the United States.

ARTICLE III. MEMBERSHIP

Section 1. Any person or institution residing in the Southeastern region interested in law libraries may become a member of the Chapter by complying with the provisions of the bylaws.

Section 2. Any person, company or institution with an interest in supporting the activities of the Chapter located or residing outside of the Southeastern region may become an associate member by complying with the provisions of the bylaws.

Section 3. The Southeastern region includes Puerto Rico and the following states: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia and West Virginia and such other states as may be added.

ARTICLE IV. MEETINGS

Meetings shall be held as provided in the bylaws.

ARTICLE V. OFFICES

Section 1. The officers shall consist of a presi-

dent, vice-president — president elect, secretary, and treasurer. The vice-president — president elect shall serve as vice-president and shall automatically become the president after one year and shall so serve during the second year following his or her election. The secretary and treasurer shall each serve for two years. The officers shall serve without compensation. The officers shall perform the duties pertaining to their respective offices.

Section 2. In the event that the president resigns prior to the completion of a regular term, or is otherwise unable to perform the duties of the office in the judgment of the Executive Committee, the vice-president — president elect shall automatically assume the presidency and shall serve therein until his original presidential term would have expired, or for no more than two years, whichever is shorter. A special election would be held to the office of vice-president — president elect upon the assumption of the office of the remainder of the unexpired term.

Section 3. In the event that the office of vice-president — president elect becomes vacant for any other reason than specified in Section 2 above, a special election will be held to fill that office for the remainder of the unexpired term. If the office of either secretary or treasurer becomes vacant for any reason, a special election will be held to fill that office for the remainder of the unexpired term.

Section 4. These special elections could be held by mail or at the next Chapter meeting, at the discretion of the Executive Committee.

Continued on Page 6

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CONSTITUTION

SOUTHEASTERN CHAPTER OF THE AMERICAN ASSOCIATION OF LAW LIBRARIES

Continued from Page 5

Section 5. No officer shall hold more than one office in this Chapter at one time, nor shall the president hold office for more than two consecutive terms.

Section 6. Terms of Office. All officers shall be installed at the conclusion of the chapter meeting following their election or appointment and serve until their successors are elected or appointed, and qualified.

ARTICLE VI. EXECUTIVE COMMITTEE

The officers shall together act as the Executive Committee and as such direct the activities of the Chapter subject to the provisions of this Constitution and the bylaws and in accordance with the policies agreed upon by its members. The immediate past president shall serve on the Executive Committee.

ARTICLE VII. COMMITTEES

- a. There shall be the following committees:
 - (1) Program
 - (2) Membership
 - (3) Nominating
 - (4) Placement
 - (5) Scholarship
- b. The president shall appoint all members of the standing committees. Special commit-

tees may be created as necessary. The president shall appoint all members of the special committees. 9.

ARTICLE VIII. ANTI-DISCRIMINATION

Membership in the Chapter or participation in any activity of the Chapter shall not be denied to any individual, or abridged, on account of race, color, religion, sex or national origin.

ARTICLE IX. AMENDMENTS TO CONSTITUTION

Amendments to the Constitution may be proposed by the Executive Committee or by a petition signed by ten percent of the members. Proposed amendments shall become effective after they have been submitted to all members and when approved by two-thirds of those voting in a ballot conducted by mail in the manner provided in the bylaws or at a meeting of the Chapter by a two-thirds vote of members voting in the ballot.

ARTICLE X. BYLAWS

Any bylaws may be adopted, repealed, amended or suspended by a two-thirds vote of the members voting in a ballot conducted by mail in the manner provided in the bylaws or at a meeting of the Chapter by a two-thirds vote of the members voting in the ballot.

ARTICLE XI. EFFECTIVE DATE

This constitution shall become effective after approval by three-fourths of the members voting at a meeting of the Chapter.

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SOUTHEASTERN CHAPTER OF THE AMERICAN ASSOCIATION
OF LAW LIBRARIES

ARTICLE I. MEMBERSHIP

Section 1.

a. Individual Members

Any person officially connected with a law library, or with a separately maintained law section in any library may become an active individual member upon determination of eligibility by the Membership Committee and payment of annual dues. The Membership Committee's ruling may be appealed to the Executive Committee.

b. Institutional Members

Any law library may become an institutional member upon payment of annual dues. The Executive Committee is empowered to determine whether the institution applying for membership is a law library. Such persons on the staff of an institutional member as are designated by the librarian and for whom the institutional member has paid its annual dues in accordance with bylaws Section 2, (b)2 shall be entitled to individual membership in the Chapter without the payment of additional dues.

c. Associate Members

Persons, companies and institutions not connected with law libraries, residing in or outside of the Southeastern region, or connected with law libraries but residing outside of the region may be selected to associate membership by the Executive Committee and shall pay annual dues.

d. Life Members

The Chapter may at any regular meeting by a vote of two-thirds of those present elect to life membership those who have been members of the Chapter for at least 10 years, but who have retired from active fulltime library work, and any life member of A.A.L.L. who resides in the Southeastern Chapter area.

e. Honorary Members

The Chapter may at any regular meeting by a vote of two-thirds of those present elect non-members as honorary members.

Section 2.

a. Rights and Privileges

The right to hold office shall be restricted to active individuals and institutionally designated members and to life members.

b. Dues

1. The annual dues for individual membership and associate members shall be \$10.00. Life members and honorary members shall not be assessed dues.

2. The institutional membership dues shall be at the rate of \$10.00 per designated member, and no library shall be required to pay annual dues in excess of \$100.00.

3. All dues, individual, associate, and institutional, shall be paid no later than three months after the due date appearing on the dues notice. The treasurer shall suspend the membership of any person who has not paid within the time allotted. A suspended membership shall be restored upon the payment of dues for the current year.

4. The fiscal year shall coincide with that of the American Association of Law Libraries.

ARTICLE II. MEETINGS

Section 1. Annual

An annual meeting of the Chapter shall be held at such time and place as the Executive Committee shall determine. A Chapter meeting shall be held at AALL National Conventions, when the Convention

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BYLAWS

SOUTHEASTERN CHAPTER OF THE AMERICAN ASSOCIATION OF LAW LIBRARIES

Continued from Page 7

schedule permits, for the purpose of discussing future programs and projects and submitting progress reports on Chapter activities. The Executive Committee shall be charged with the duty of scheduling and making arrangements for such meetings; and attendance at these meetings shall not be confined to the Executive Committee, but extended to the entire membership.

Section 2. Other

The president shall call other meetings of the Chapter as deemed necessary or when requested to do so by the Executive Committee. The president shall provide reasonable notice of such meetings to each member of the Chapter.

Section 3. Presiding Office

In the event of the absence of the president and vice-president — president elect from any Chapter meeting, one of the members shall be elected to preside.

Section 4. Quorum

A majority of members attending a meeting shall constitute a quorum.

ARTICLE III. NOMINATIONS AND ELECTIONS

Section 1.

(a) Nominating Committee

The president shall appoint a nominating committee who shall submit the names of the candidate or candidates for each of the following offices by March 1 in the year which the officer is elected:

Vice President — President Elect

Secretary

Treasurer

(b) Additional Nominations

Additional nominations may be made by any member by communicating in writing such nomination to the president.

Section 2. Method of Election

The vice president — president elect shall be elected by mail ballot in May of each year. The secretary and treasurer shall be elected by mail ballot in May of each even-numbered year. The candidates receiving the largest number of votes shall be declared elected. The membership is to be notified by the secretary of the outcome of the election by mail or at a meeting of the Chapter.

ARTICLE IV. AMENDMENTS AND BYLAWS

Section 1.

Any proposed amendments to the Constitution or the Bylaws shall be filed with the secretary, and notice shall be sent by the secretary to all members through the mail at least 30 days prior to balloting.

Section 2.

Mail ballots may be conducted for the purpose of changing the Constitution or Bylaws provided that ballots shall be mailed by the secretary to the membership immediately following a meeting where the amendments were discussed or 30 days after notice of the proposed amendments have been mailed to the membership. The Executive Board must specify the time for closing the balloting, but in no case shall it be less than 30 days after the mailing of the ballots.

Section 3.

If two-thirds of the members present and voting at a meeting or two-thirds of the members casting valid mail ballots are in favor of such amendment, it shall stand adopted.

Section 4.

Meetings of the Chapter and Executive Committee shall be conducted in accordance with Roberts Rules of Order except as otherwise specified by the Chapter Constitution ~~of~~ Bylaws.



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III. ADMINISTRATIVE STRUCTURE

14.

A. Officers

1. President

Constitutional and Bylaw Provisions

Appoints all members of standing and special committees. (C, Art. VII (b))

Serves on the Executive Committee. (C, Art. VI)

Calls meetings of the Chapter "as deemed necessary or when requested to do so by the Executive Committee." Provides "reasonable notice of such meetings to each member of the Chapter." (B, Art. II, sec. 2)

Appoints a nominating committee "who shall submit the names of the candidate or candidates" for Vice-President/President-Elect, Secretary and Treasurer "by March 1 in the year which the officer is elected...." (B, Art. III, sec. 1 (a))

Receives communications in writing from any Chapter member who wishes to nominate any person in addition to those nominated by the Nominating Committee as candidates for officer positions. (B, Art. III, sec. 1 (b))

Comments

Receives nominations for candidates for officer positions from Nominating Committee, submits names to Executive Board for approval, then authorizes Secretary to prepare ballot.

Timetable for conduct of election of officers:

Oct. 1: President appoints Nominating Committee

March 1: Nominating Committee presents names to President

Annual Meeting: Executive Board approves and President announces slate

Apr. 24: Deadline for additional nominations

May 1: Secretary mails ballots

June 1: Deadline for return of ballots

AALL Ann. Meeting: Secretary announces election results; new officers assume office at conclusion of Chapter business meeting (see C, Art. V. sec. 6)

Solicits volunteers for service on committees. Makes appointments on basis of expressed preferences and considerations of appropriate committee size and balance by geography and type of library.

The three-day Annual Meeting takes place in the Spring, hosted by a group of librarians in one of the Chapter's regions. The President should seek a firm commitment by a host group at least a year in advance. A breakfast business meeting is traditionally held during the AALL Annual Meeting. It has not been necessary or feasible to convene meetings in addition to these.

The phrase "nor shall the president hold office for more than two consecutive terms" does not seem to comport with the other Constitutional provisions regarding the President and Vice-President/President-Elect.

2. Vice-President/President-Elect

Constitutional and Bylaw Provisions

Serves as Vice-President for one year, then automatically serves as President for the subsequent year. (C, Art. V, sec. 1)

Automatically assumes the presidency "[i]n the event that the president resigns prior to the completion of a regular term, or is otherwise unable to perform the duties of the office in the judgment of the Executive Committee...." Serves in that capacity "until his original presidential term would have expired, or for no more than two years, whichever is shorter." (C, Art. V, sec. 2)

Serves on the Executive Committee. (C, Art. VI)

Comments

The phrase "or for no more than two years, whichever is shorter" in Art. V, sec. 2 of the Constitution appears to be superfluous.

The Vice-President/President-Elect has traditionally also been appointed Chair of the Program Committee, which is responsible for planning and implementing the program at the Chapter's Annual Meeting.

3. Secretary

Constitutional and Bylaw Provisions

Serves for two years. (C, Art. V, sec. 1)

Serves on the Executive Committee. (C, Art. VI)

Notifies the membership by mail or at a Chapter meeting of the outcome of elections of officers. (B, Art. III, sec. 2)

Receives proposed amendments to the Constitution or the Bylaws and sends notice to all members through the mail at least 30 days prior to balloting on proposed amendments. (B, Art. IV, sec. 1)

Conducts balloting "for the purpose of changing the Constitution or Bylaws provided that ballots shall be mailed by the secretary to the membership immediately following a meeting where the amendments were discussed or 30 days after notice of the proposed amendments have been mailed to the membership." Specifies a closing date for the balloting as determined by the Executive Board. (The closing date must be no less than 30 days from the date the ballots are mailed.) (B, Art. IV, sec. 2)

Comments

Takes minutes at Chapter meetings.

Maintains an updated membership list, from information regarding payment of dues provided by the Treasurer.

Provides information on new members to the Membership Committee.

Mails ballots for election of officers. (See section on the President for a timetable.)

Produces mailing labels for official Chapter mailings, including the Newsletter and Annual Meeting notices.

Files reports with government agencies as required by law.

August 15, 1988

DRAFT PROCEDURES

Secretary, SEAALL

The duties of the Secretary can be divided into three principle categories: the taking and distribution of minutes at business meetings of the Chapter, distribution of ballots and tabulating the election results, and correspondence regarding members, potential members and other matters pertaining to the Chapter.

Minutes of meetings

The Secretary is responsible for preparing minutes of the meetings of the Chapter, usually the annual meeting and the breakfast meeting held in conjunction with the AALL annual convention. Minutes when completed should be either sent to the Editor of the Newsletter for publication there, or held for distribution at the next business meeting of the Chapter.

Chapter elections

Either the President or the Chair of the Nominating Committee will send the Secretary a list of candidates recommended for each office, including biographical information. It is the responsibility of the Secretary to prepare the ballot and distribute copies to all voting members of the Chapter. The constitution specifies that elections are to be held in May of each year, and allowing four to five weeks for the completion and return of ballots seems, based on past experience, sufficient time for members to vote.

Three envelopes are used in the ballot mailings: the first

is a number #10 large envelope which is addressed to each member and in which the ballot and other materials are placed. A slightly smaller envelope is addressed to the Secretary, for members to return their ballots. An identification number should be placed on the back of this envelope, and this number also placed opposite each member's name on the membership list, to insure that only the appropriate number of ballots are returned. When ballots are returned, the number on the envelope is checked against that on the membership list. The third envelope is smaller, and plain. Members are requested to insert their ballot in that envelope, seal it, and then return it in the mid-sized, pre-addressed envelope to the Secretary.

It is helpful to wait four to six days after the deadline for the mailing of ballots to allow sufficient time for letters to clear the post office. When the tally of the ballots has been completed, the Secretary should notify the President, and either the President or the Secretary, depending upon their decision, should notify the candidates of the election results. The Secretary should then mail a formal letter stating election results to the President, and at the next business meeting of the Chapter report the results of the election. In past years this has been the names of the winners only and the number of ballots returned; it has not included revealing the number of votes for each candidate for each position.

At that business meeting, the Secretary should also ask for authorization to destroy the ballots.

Correspondence

The Secretary is responsible for handling inquiries regarding the Chapter, primarily membership correspondence, and for transmitting membership information to other Chapter officers. More specifically, the practice has been that for inquiries regarding membership, a letter and an application form

are sent to potential applicants, with instructions that they should complete the form and send their check and the form to the Secretary. The person's name is then added to the membership list, and the type of membership (institutional, individual or associate) noted in the computer file. A letter of transmittal is prepared to send the check to the Treasurer, and a copy of that letter goes to the chair of the Membership Committee. This lets the Membership chair know the names of individuals who have joined the chapter.

A letter is also sent to the applicant, acknowledging receipt of the application and indicating that person is now a member. At that time, the new member is asked to complete the biographical form and return it to the Newsletter editor responsible for membership news.

Membership lists are prepared several times a year. The Secretary will be asked to prepare mailing labels for each of the quarterly issues of the Newsletter, and occasionally for special mailings, either regarding the annual meeting or, for instance, scholarship application information.

- Larry Wenger

4. Treasurer

Constitutional and Bylaw Provisions

Serves for two years. (C, Art. V, sec. 1)

Serves on the Executive Committee. (C, Art. VI)

Suspends the membership of any person who has not paid dues no later than three months after the due date appearing on the dues notice. Restores membership upon payment of dues for the current year. (B, Art. I, sec. 3)

Comments

Opens and maintains a checking account in the name of the Chapter.

Disburses funds from the checking account at the direction of the Executive Board.

Provides Secretary with list of members whose dues have been paid.

B. Executive Committee

Constitutional and Bylaw Provisions

Determines when the President is unable to perform the duties of the office. (C, Art. V, sec. 2)

Determines whether special elections to fill unexpired terms of the Vice-President/President-Elect, Secretary or Treasurer are held by mail or at the next Chapter meeting. (C, Art. V, sec. 4)

Consists of the President, Vice-President/President-Elect, Secretary, Treasurer and Immediate Past-President. "[D]irect[s] the activities of the Chapter subject to the provisions of this Constitution and the bylaws and in accordance with the policies agreed upon by its members." (C, Art. VI)

May propose amendments to the Constitution. (C, Art. IX)

Considers appeals from rulings of the Membership Committee concerning eligibility for individual membership. (B, Art. I, sec. 1 (a))

Determines whether an institution applying for membership as an institutional member is a law library. (B, Art. I, sec. 1 (b))

May select to associate membership "[p]ersons, companies and institutions not connected with law libraries, residing in or outside of the Southeast region, or connected with law libraries but residing outside of the region...." (B, Art. I, sec. 1 (c))

Determines time and place of and makes arrangements for annual meetings. (B, Art. II, sec. 1)

May request the President to call meetings in addition to the annual meeting. (B, Art. II, sec. 2)

Specifies "the time for closing the balloting" in mail ballots "conducted for the purpose of changing the Constitution or Bylaws" which "in no case shall...be less than 30 days after the mailing of the ballots" by the Secretary. (B, Art. IV, sec. 2)

Comments

Shouldn't Art. I, sec. 1 (b) and (c) be changed to comport with (a): i.e., the Membership Committee rules on eligibility for all categories of members, subject to an appeal to the Executive Committee?

The Local Arrangements Committee, in consultation with the Executive Committee and the Program Committee, makes arrangements for annual meetings.

C. Standing Committees

1. Constitution and Bylaws Committee

Comments

Suggestions for amendments may be submitted to the Committee by the Executive Committee, or by an individual member or members. The Constitution and Bylaws Committee may also initiate its own proposed amendments.

Art. IV, sec. 1 of the Bylaws states that the Secretary of the Chapter is responsible for sending notice of amendments to the members. That section also specifies that proposed amendments be filed with the Secretary. Since the Constitution empowers the Executive Committee to propose amendments to the Constitution, and since the members of the Constitution and Bylaws Committee are appointed by the President, the recommendations of the Constitution and Bylaws Committee should be submitted to the President, who will provide copies to the Executive Committee. Once the Executive Committee has approved the recommended amendments (with or without changes), the President will "file" these proposed amendments with the Secretary.

Amendments proposed by a petition signed by ten percent of the members are to be filed directly with the Secretary.

WM Constitution and Bylaws Committee

The Constitution and Bylaws Committee is a standing committee under Article VII, section a. of the Constitution . Its primary function is to review the Constitution and Bylaws of the Chapter and to prepare drafts for their amendment and revision.

1. Proposals. Under Article IX of the Constitution, amendments to the Constitution may be proposed by the Executive Committee or by petition signed by ten percent of the chapter membership. There are no similar requirements for amendments to bylaws.
2. Notice. In drafting amendments or other changes to the Constitution or Bylaws, the Committee needs to schedule its work in consideration of the thirty day notice requirements under Article IV of the Bylaws. Any proposed amendment must be mailed to the membership at least thirty days prior to either a mail ballot or a ballot scheduled for a chapter meeting. To schedule the Committee's work, the chair needs to be conscious of the dates of chapter meetings and to know from the president how much time will be needed for Executive Committee consideration and to prepare the final proposals for mailing.
3. Committee Procedures. To facilitate the Committee's work, the chair should make sure that all Committee members have copies of the current version of the Constitution and Bylaws. Because the Committee members will probably be separated geographically, most of the Committee business will be conducted by mail. The chair determines how best to organize the Committee's work in light of the amount of business and time considerations.

S.E.A.L.L. Constitution and Bylaws CommitteeSTATEMENT OF FUNCTION

The Constitution and Bylaws Committee is a special committee created as necessary, according to the SEALL Constitution, Article VII (b). The SEALL President can appoint the committee for many reasons, the two most important of which are:

- (1) to draft amendments to the Constitution and/or the Bylaws as directed by the Executive Committee (or members thereof), or by petition signed by 10% of the members (SEALL Const. Art. IX);
- (2) to study the Constitution and Bylaws and propose changes that need to be made to clear up ambiguities or to clean up language.

The committee does not conduct ballots, nor is it responsible for sending notice of proposed amendments to the members. These are functions of the Secretary/Treasurer.

March 1984

PROCEDURES

1. The Committee is appointed by the President of SEALL.
2. The need for an amendment and the reasons behind this need are communicated to the Committee Chair by the Executive Committee, or a member of it, or by petition of 10% of the members of SEALL.
3. The Committee Chair requests an up-to-date copy of the SEALL Constitution and Bylaws from the Secretary/Treasurer.
4. The Chair distributes a copy of the up-to-date Constitution and Bylaws to committee member(s). The Chair reports to the member(s) the reasons given for needing the amendment.
5. Most of the drafting work of the Committee can be handled by mail. The most workable mail procedure is: a committee member drafts a version of the proposed amendment. This draft is submitted to the other member(s) for correction, amendment, or complete or partial revision. The corrected or revised draft is sent back to the rest of the Committee for comments.
6. If there are no disagreements, this process can be speedily handled by mail. If there are short time limits or fundamental disagreements in wording, telephone calls are used to clear up any problems as rapidly as possible.
7. It is the Chair's responsibility to clearly communicate time limits to the committee member(s).
8. When a draft is agreed to by the Committee, it is submitted to the Secretary/Treasurer by the Committee Chair. It is the responsibility of the Committee to submit the proposed amendment within the time specified by the Executive Committee or other requestor.
9. Once the Committee is constituted, it is also empowered to examine the Constitution and to bring any problems it finds to the attention of the Executive Board.

March 1984

2. Membership Committee

Constitutional and Bylaw Provisions

Determines eligibility for individual membership. (B,
Art. I, sec. 1 (a))

Comments

See comments under Executive Board, above.

Actively recruits new members.

MEMBERSHIP COMMITTEE [SEALL]

1. Get current membership list from secretary/treasurer ASAP in September, if possible, and no later.
2. Check SEALL membership against the current AALL Membership Directory.
3. Since we just did this in April, 1985, I would suggest that new solicitation letters be sent only to those not contacted in April, 1985.
4. Brochure should be developed to be used with solicitation letter and for sending to law firms within region to enlighten attorneys.

[See file & - contact Pat Strougal for example]

cc. turn journal
from: Kay Dodd 30.

Membership Committee 1984

A letter was sent to former members suggesting they renew SEALL membership. The following steps were followed in preparing the mailing list and letter:

1. The secretary/treasurer sends membership committee a list of previous year's membership with marks by those who have not paid current dues.
2. The AALL directory is checked against the membership list for any names of people in the SE area who are not current members.
3. A letter is sent to those names garnered from the above sources. (example of letter on following page)

Suggestions:

A more timely reminder would probably be more effective; this year's went out in February. If the membership lists (previous year and current) were sent to the committee about 2 months after dues are due, the committee could probably send out the "reminder letter" in September. Not only would there still be 9 months of membership left, since September is the beginning of the academic year, the reminder might prompt those who let things slide during the summer and "gear up" in the fall.

Feed back from the Secretary/treasurer about the number of renewals after the letter is sent would be useful in determining if this is effective.

3. Newsletter Committee

31.

SOUTHEASTERN LAW LIBRARIAN

Procedures Manual

The Southeastern Law Librarian is the official publication of the Southeastern Chapter of the American Association of Law Libraries. The newsletter is published quarterly in September, December, March and June. Outlined below are steps followed in the publication process of the newsletter, information regarding the composition of the editorial board, and various policies adopted by the editorial board.

I. EDITORIAL BOARD

A. Editor

The editor of the newsletter is named by the current President of the Southeastern Chapter in consultation with the Vice-President/President-Elect. The editor serves a two-year term.

B. Staff

Other members of the Chapter are solicited to write for the Newsletter. Three members serve as correspondents for the "Online Update" column; two members coordinate the "SEAALL BRIEFS" section. The Placement Committee regularly submits a column for the job opportunities. The Secretary of the Chapter and the Treasurer of the Chapter submit their reports and minutes for publication in the newsletter. Other members, like the Program Chair and the Local Arrangements Chair, are asked to write articles about the annual meetings.

Members of the editorial board are solicited in several ways. At the beginning of a new editor's term, he or she should review the current positions necessary for the publication of the newsletter. Where appropriate, the current members who write for the newsletter are called and asked if they would like to continue writing the column. If they decline, the editor should ask for recommendations of other persons to write the column. Volunteers to write for the newsletter are solicited at chapter meetings and through the newsletter.

C. Advertising Manager

The Editor names a person who serves as the Advertising Manager who is responsible for soliciting advertisements and regularly reporting the status of the advertisements to the Editor.

II. PRODUCTION OF THE NEWSLETTER

A. Copy and Graphics

There are several regular columns in the newsletter. Those columns are:

President's Column
Editor's Corner
S.E.A.A.L.L. BRIEFS
Placement Column
Online Update

A question and answer column has been suggested by Kathy Heberer. She recommends that a question from a law librarian appear in one issue and other law librarians respond in the next issue with their suggestions/recommendations regarding how to handle the situation described in the question.

Feature articles are solicited from members of the Chapter. Examples of feature articles are the summaries of the chapter annual meetings, tax regulations and gift books, and a series of computer use articles.

Each article and/or column is typed using word processing software. After final editing, the articles are formatted into a two-column per page design. Copy is adjusted to provide space for advertisements and graphics. The editor and his/her assistant "cut and tape" the articles, graphics, and advertisements into place. Standard headings, like the newsletter masthead, the column headings, etc., are copied from an old newsletter and taped to the new copy. (Note: Use of tape on the copy does not interfere with the printing process.) The original paste-up of the Newsletter plus one copy is sent to the printer.

B. Advertisements

The newsletter accepts business card size advertisements. Each publisher/advertiser pays \$100.00 for its business card to appear in four issues. Advertisements for Law Book Exchange (the printer of the newsletter) are also included in the newsletter. Seven publishers/book dealers advertised in the last volume of the newsletter.

An agreement between the Chapter and Law Book Exchange prohibits the Chapter from accepting advertisements from book dealers in direct competition with LBE. The agreement should be reviewed periodically to determine if the Chapter wants to continue the printing arrangement with LBE.

C. Deadlines

The editor in consultation with the President of the Chapter sets the deadlines for each issue. For the last two volumes the following have been followed.

First of Month - Copy submitted to the Editor
15th. of Month - Newsletter sent to LBE for printing
By end of Month - Newsletter sent to Chapter members

D. Printing and Mailing

Law Book Exchange is responsible for the printing and the mailing of the newsletter. The primary contact person with LBE is Cheryl Miller. The correct mailing address is:

Law Book Exchange
Post Office Box 24990
Jacksonville, Florida 32241-4990

1-800-325-6012
In Florida: 1-800-824-4807

After printing, Law Book Exchange mails the newsletter to chapter members with labels provided by the Secretary of the Chapter. It is important to correspond with the Chapter secretary to coordinate the receipt of the labels by LBE at the time necessary for labelling and mailing. The newsletter is mailed under the bulk mailing permit of LBE; a bill for the charges is mailed to the Treasurer of the Chapter.

III. BACK ISSUES OF THE NEWSLETTER

All back issues of the newsletter are stored with the current editor. Several calls each year are received by users who wish to obtain back issues.

Newsletter
April 25, 1988

SOUTHEASTERN LAW LIBRARIAN - PRODUCTION SCHEDULE

(NOTE: The production schedule is based on a four-week period.)

First Day of First Week: Deadline for Copy to Editor

First Week of Month: Editing of Copy
Return to Author if Necessary

Typing and Preliminary editing
Revising of Copy

Solicitation of Copy from authors
missed the deadline
Editing of "late" copy

Notify Chapter Secretary that mailing
labels should be sent to LBE

Second Week of Month: Printing of final draft of copy
Lay-out of newsletter

Cut and tape newsletter

Send prepared newsletter (original &
one copy to Cheryl Miller of LBE)

Third Week of Month: LBE sends newsletter to printer

By End of Month: Newsletter distributed to Membership

4. Nominating Committee

Constitutional and Bylaw Provisions

Submits by March 1 in the year in which the officers are to be elected the names of the "candidate or candidates" for the offices of Vice-President/President-Elect, Secretary and Treasurer. A Vice-President/President-Elect is elected every year. A Secretary and a Treasurer are elected for two-year terms. (B, Art. III, sec. 1 (a))

Comments

It is current practice for two competing candidates to be nominated for each office. The names are submitted to the President who seeks Executive Board approval for the slate and forwards the names to the Secretary for preparation of the ballot. (See the section on the President above for a timetable.)

Although the Constitution does not so specify, the Secretary and the Treasurer have been elected in the same year.

Southeastern Association of Law Libraries

NOMINATIONS COMMITTEE
PROCEDURES

The Nominations Committee shall solicit two candidates for the positions of Vice-President/President Elect (1 yr. term), Secretary (2 yr. term), Treasurer (2 yr. term). The Committee invites the entire SEALL membership to submit names of potential candidates.

Once names are submitted, the Committee will seek as much information as possible on each person's qualifications. The Committee will pay particular attention to the following information on each candidate:

- SEALL Association activities
- Institution (Academic, Firm, Court, etc.)
- Professional Experience - activities
- Desire to serve

If necessary, the Committee will request a resume in order to determine the person's qualification. To the extent possible, the Committee will attempt to provide a slate of well qualified candidates that represent different types of law libraries.

The Committee must present its slate to the President by April 1. The Committee shall prepare for the election, by obtaining a biographical sketch of each candidate which will be forwarded to the Secretary for inclusion in the ballots.

NOMINATIONS COMMITTEE

The responsibility of the Nominations Committee is to each year recommend candidates for elected office in the Association. The nominating process usually consists of the following steps.

Soon after the appointment of the full Committee by the President, the Committee chair contacts other Committee members for suggestions for nominees. It has also been worthwhile to contact the chair of the preceding year's committee for individuals that group may have considered but not been able to recommend; similarly, the chair should contact the Past President, the current President and the Vice-President/President-Elect for suggestions they might have.

Those recommendations should then be shared with other members of the Committee who should also submit any suggestions they have.

The chair then normally prepares a composite list of suggested names and asks for a ranking by committee members.

Depending upon the results, the chair may need to contact committee members individually or as a group if there is not a consensus.

It is then the responsibility of the chair to contact the individuals suggested, in priority order, to seek their agreement to run for office.

Once nominees have agreed, the chair writes to the President of the Chapter, with copies to the other members of the committee indicating who the candidates for the upcoming election will be. Some Committee chairs have copied this letter to the individuals nominated as well.

The current Bylaws require that only one candidate be nominated for each of the two elected positions, Vice-President/President-Elect and Secretary/Treasurer. In both 1984 and 1985, however, the Nominations Committees have, of their own choosing, nominated two candidates for each office.

5. Placement Committee

39.

AALL Southeastern Chapter, Placement Committee

Information Sheet

1984-85

Committee Members: Should come from different areas of southeast and from different types of libraries. Appointed for two years. (Suggest staggered terms.)

Members 1984-86:

Cherry Thomas, Chair, University of Alabama Law Library
P. O. Box 6205
University, Alabama 35486

Dianne Thompson, Law Library of Louisiana
100 Supreme Court Building
301 Loyola Avenue
New Orleans, Louisiana 70112

Mary Cross
Arky, Freed, Stearns, Watson, Greer, Weaver & Harris
Suite 2800, One Biscayne Tower
2 South Biscayne Blvd.
Miami, Florida 33131

Purpose: To serve as a vehicle to assist librarians in identifying potential employers.

To serve as a vehicle to assist libraries in identifying potential librarians.

To serve as a source of information for placement activities within the profession of law librarianship; the relationship of the AALL Southeastern chapter placement committee and the national placement committee; the advertisement of jobs; and registration with the national placement committee.

1) Assisting job seekers to identify potential employers:

The placement committee will:

Establish a network of information sources about available jobs.

Advertise purpose of the committee.

Give job seekers the names of libraries seeking librarians and encourage contact between employer and librarian.

Give names of networking placement librarians to job seekers.

Give information to job seekers concerning registration with the national placement committee.

2) Assisting employers to identify job seekers:

The placement committee will:

Establish a network of information sources about job seekers.

Advertise committee purpose.

Give employers the names of job seekers (if the job seeker so requests) and/or encourage contact by the job seeker.

Give information to employers concerning placement lists, deadlines for advertising in national and chapter publications and the national placement committee members names and addresses.

- 3) Information about the law library profession; the national and Southeastern chapter placement committees; the advertisement of jobs; and registration with the national committee:

Some individuals and libraries contacting the placement committee will not be members of AALL or of the Southeastern chapter. The placement committee and networking libraries will give information about both organizations or will have the information sent to the inquirer. The following sources may be consulted for information:

1. "Introducing the American Association of Law Libraries" (AALL, September 1983)
2. Directory of Law Libraries (AALL/CCH, 1985)
3. Back issues of the Southeastern Law Libraries and AALL Newsletter
4. The AALL Southeastern Chapter President

The chair of the national AALL Placement Committee maintains a file of positions available. Available positions may be advertised in the AALL Newsletter, which is published monthly. The deadline for listing a position is the second Monday of the month prior to the publication. In addition, the monthly "Placement list" published by AALL is sent to the Southeastern Chapter Placement Committee Chair. This "List" advertises positions that have become available since the last newsletter.

The Southeastern Law Librarian (SLL), the official organ of the Southeastern Chapter of AALL, also publishes position announcements in each issue. The SLL is published quarterly:

1984-85 Deadlines: November 15 for Winter issue 1984
February 15 for Spring issue 1985
May 15 for Summer issue 1985
August 15 for Autumn issue 1985

To place an announcement in the SLL, a SLL committee member must be contacted.

1984-85 SLL Committee Members:

Mary S. Bourget, Co-Chair
Akerman, Senterfitt & Eidson
17th Floor, CNA Tower
P. O. Box 231
Orlando, Florida 32802

Hazel L. Johnson, Co-Chair
Smith & Hulsey
500 Barnett Bank Building
Jacksonville, Florida 32202

41.
The Placement Committee serves as a source of information concerning SLL deadline dates and as a "register" of available positions prior to publication of the SLL each quarter.

Individuals may have their resumes available to prospective employers by registering with the national placement committee. The registration forms of individuals who have registered with the national committee and who indicate an interest in obtaining a position in the southeast are sent to the Southeastern Chapter Placement Committee. There is a periodic follow-up to remove the registration forms of those who have accepted employment. The Southeastern Placement Chairman also has these forms available for the individual. When contacted by a job seeker, the chair or networking librarian will gather as much information about the individual as possible. Then the network of librarians will be utilized to gather information about the job market to match job seekers with job openings.

The networking concept is more flexible than the previous methods employed by the Southeastern placement committee. The purpose of creating this flexibility is to enable information about jobs and job seekers to travel along the network quickly and with a minimum of paperwork.

1985?

G. Program Committee

42.

PROGRAM COMMITTEE

The Program Committee begins its formal activities with the election of the Vice-President/President-Elect who serves as the Committee Chair. The Chair chooses the members of the committee, striving for members from each of the types of libraries represented in the organization. Typically, the committee would include a law firm librarian, a university librarian, a court librarian and a corporate law librarian. Additionally, a member of the Local Arrangements Committee acts as a liaison between the two committees. This has proven to be extremely helpful in communicating between the two committees and in helping the Program Committee draw on local talent and thereby keeping speakers' expenses low.

Initial decisions regarding whether or not to schedule concurrent programs and discussion groups are made in conjunction with the Local Arrangements Committee and are greatly dependent upon the availability of rooms in the convention hotel. It is very helpful for the Chair to have a copy of the hotel's floor plan and to generally discuss room arrangements with the hotel's convention planner. This should be the extent of the Program Committee's contact with the hotel. The decision regarding luncheons/dinners with or without speakers is also one which must be made in conjunction with Local Arrangements. Additional meetings which have traditionally been held and must be worked into the programming schedule are the SOLINET users meeting (traditionally hosted by SOLINET); the Executive Board meeting,

the Business Meeting; and the Southeastern Library Consortium. Time must also be allocated for SEALL committee meetings.

The methods used to determine programs and scheduling will depend upon the personality and work habits of the Chair and Committee members. One variation is described in the Appendix to this report.

Once program topics are chosen, the Committee divides the programs among themselves with each member being responsible for scheduling speakers for their share of the programs and discussion groups. Committee members are "on their own" (with some guidance from the Chair) to locate speakers and coerce them into participating. It is the Chair's responsibility to keep the Committee's efforts in obtaining top quality speakers in line with budgetary restrictions. Committee members are requested to maintain written and telephone contact with speakers and to provide them with specific guidance in the development of topics. The Committee should provide the Chair with copies of all correspondence. Local Arrangements should also keep the Program Committee informed regarding its preparations through the Program/Local liaison or through direct contact.

In the past the allocation of chapter funds for speakers who were not members was sometimes inconsistent. A few speakers received very substantial sums either as honoraria or reimbursement for airfare, hotel and meal expenses simply because they asked for it. Other equally-worthy speakers who made no demands sometimes received nothing. Recognizing the awkwardness of such situations, recent program committees have striven to

develop a fair and consistent policy regarding speakers' expenses. Both for the sake of economy and to foster diversity on our programs, program committees have begun following the practice of recruiting non-member speakers primarily from the locale of the annual meeting. This not only saves on travel costs, but often carries the public relations bonus of introducing SEALL to members of the local legal community from which the speakers are drawn.

Reimbursement of speaker expenses has been and will remain dependent upon the location of the meeting. Local speakers do not require the same reimbursement offer as those who must travel. The prevailing feeling of the Local Arrangements Committee must also be relied upon. Previous Committees have not felt it necessary to offer any form of compensation, while others have felt a small honorarium was in order. If travel expenses are to be reimbursed, they should be limited to travel (airfare or 20 cents per mile), meals for one day and lodging for one night. Honoraria to speakers should not exceed \$200.00 without approval of the Chapter's Executive Committee. Either honoraria or travel expenses will be offered, depending upon circumstances. The Registration fee for speakers at major programs will be waived for SEALL members. The fee will not be waived for discussion group leaders, who traditionally are Chapter members. The Chair will furnish to the Local Arrangements Committee an estimate of anticipated speaker expenses.

The Program Committee is responsible for providing Local Arrangements with all information regarding speakers' needs for audiovisual equipment and other aids. Never assume there will be

a podium or any other equipment at the meeting site. Ask if the speaker requires anything and be sure to tell Local Arrangements. The preparation of meeting location signs and speaker name signs is also the responsibility of the Local Arrangements Committee, but should be coordinated with Program.

During the meeting, each committee member takes the responsibility for introducing his/her panels of speakers. Obtaining the appropriate biographical information and organizing it for introduction is also the responsibility of the Committee member. This can be reassigned by the Chair if a member is unable to attend the meeting.

Speaker reimbursement requests will be sent directly to the Chair of the Program Committee for review. The Chair will forward the requests to the Local Arrangements Chair for payment.

The Chair will send letters of thanks to all speakers and discussion group leaders, and will prepare a written report summarizing the committee's activities. The report will include recommendations for future programs and any other information thought necessary.

Wm

APPENDIX

A timetable (copy attached) was established by the Chair to insure all tasks were completed by early January for submission of the completed program schedule and speakers to the Local Arrangements Committee in time for mailing. The Committee was provided with a descriptive list of topics which had been suggested previously. The Committee was asked for comment and additions to the list. The Chair then prepared a ballot (copy attached) and each committee member assigned votes on a scale of 10 to 1 (most favorable to least favorable). The votes were tallied and those programs receiving the highest totals of votes were chosen for presentation as panels or discussion groups, depending upon the content. The scheduling of programs was based on the availability of outside speakers (large attentive groups are desirable), and whether there was a balancing program to run concurrently.

47.

Program Committee
Timetable

Preliminary review of suggested topics with committee members additions	Sept 9 (due to HLJ)
Ranking of list of topics	Oct 6 (due to HLJ)
Final ranking of topics and division of labors	Oct 13 (mailed out)
Preliminary schedule of speakers and times (may be only suggested speakers)	Nov 10 (due to HLJ)
Final schedule of speakers	Nov 30 Dec 1
Schedule to Local Arrangements for mailing	Jan 5

Oct
Nov
7/13/10
/

SOUTHEASTERN CHAPTER
1986 PROGRAM SCHEDULE

Thursday

12:00 - 6:00	Registration
6:00 - 7:00	Reception

Friday

8:00 - 12:00	Registration
8:00 - 2:00	Exhibits
8:45 - 10:15	Program I
10:15 - 11:15	Break
11:15 - 12:30	Program II
2:15 - 5:30	Tour
6:30 - 7:30	Reception
7:30	Dinner

Saturday

7:30 - 8:45	Breakfast
8:00 - 12:00	Registration
8:00 - 2:00	Exhibits
9:00 - 10:15	Program III
10:15 - 10:45	Break
10:45 - 12:00	Program IV
12:15 - 1:45	Working Lunches V
2:00 - 3:15	Tour
3:30 - 5:00	Program VI
5:00 - 7:00	Reception

7. Scholarship Committee

49.

PROCEDURE MANUAL FOR SEALL LUCILE ELLIOT SCHOLARSHIP COMMITTEE

1. If asked by the President, select or help select committee members.
2. Place scholarship announcement in the newsletter. Try to have it appear at least two months before the deadline for applications.
3. Along with the applications, send a letter to the committee outlining the criteria for the scholarships. Also include forms to be used such as the scoring system sheet and ballot. Try to give the members a month to evaluate applicants and return the ballots to you.
4. Send an acknowledgement letter of receipt of application to applicants.
5. Evaluate applicants and compile your ballot with the other committee members' ballots.
6. Send a letter to committee members with a copy of the compiled ballot. It should include the final ranking and summary.
7. Send letters to winners/losers.
8. After receiving the acceptance letters, notify treasurer of winners and amount of scholarship. The check will be sent directly to the winners.
9. Notify the President of the winners and use of the scholarships.

LUCILLE ELLIOT SCHOLARSHIP
(Southeastern Chapter, AALL) Application Form

1. _____
Name _____ Date _____
2. _____
Address _____
3. Are you a member of SEAALL? _____. If so, when did you join? _____.
4. Have you received either a SEAALL or AALL scholarship during the three-year period previous to this announcement? _____. If so, when? _____.
5. For what purpose do you wish to use this scholarship? Please indicate course work, institute, annual meeting or other program. Please give dates of said courses or meeting.

6. Please describe how this scholarship will help you in your career as a law librarian.

7. Please provide present place of employment, job title and length of service.

8. List your last two positions, institution and length of service in each.

9. Please provide information on your educational background (schools attended, dates degrees, or certificate received):

10. Please provide information on your participation in and service to the profession (SEAALL and AALL offices, committees, sections, programs, etc.).

11. Please state your library's policy relating to reimbursement of training and/or travel expenses and to what extent you will depend upon this scholarship to attend the course work, institute annual meeting, etc. you wish to attend.

Please read and sign the following.

If for any reason, I cannot attend the activity listed in Question _____, I shall return the money to the SEAALL Treasurer, who will so notify the Scholarship Committee.

Signed: _____

If more space is needed to answer a question, please feel free to attach an additional page of comments.

Letters of recommendation from at least two individuals must accompany this application.

Six copies of the completed application and attached recommendation letters must be received by the Committee Chairman by February 15, 1988.

Send all material to:

Claire Engel
JACKSON & KELLY
P. O. Box 553
Charleston, West Virginia 25322

tlk

52.

JACKSON, KELLY, HOLT & O'FARRELL

(IN KENTUCKY JACKSON, KELLY WILLIAMS & PALMORE)

ATTORNEYS AT LAW

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LOUISVILLE, KENTUCKY 40202
TELEPHONE 502-589-6600

December 22, 1987

Dear Colleague:

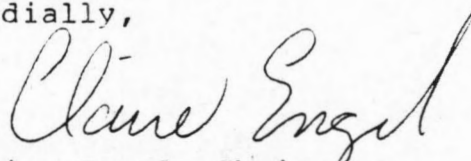
Would you like to attend SEAALL's Annual Meeting? An AALL Institute? A SLA meeting? An ONLINE conference? A business, library, or computer course? SEAALL wants to help you obtain continuing education and further your professional development.

This fiscal year, the Lucille Elliot Scholarship Committee will award up to six scholarships, each in the amount of \$300.00. An application form is enclosed. We encourage any and all interested in continuing education and professional development to apply.

Please note that the application deadline is February 15, 1988. Guidelines for the awarding of the Lucille Elliot Scholarship were published in the Fall, 1987 issue of the Southeastern Law Librarian.

Let us contribute! We look forward to receiving your scholarship application.

Cordially,



Claire Engel, Chairman
Lucille Elliot Scholarship Committee

CE/prb
Enclosure

D. Special Committees

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1. Education Committee

SOUTHEASTERN CHAPTER - AALL

EDUCATION COMMITTEE

REPORT

The SEAALL Education Committee was charged with constructing a plan for a series of education programs. In reviewing the work of the Special Education Committee and discussing by memo and phone, this Committee recommends the following:

- 1) The Education Committee recommends that the Vice President-President-Elect appoint a Workshop Director to plan a one day workshop to be held generally at the time of the SEAALL Annual Meeting. This person would coordinate topics and speakers with the Program Chair to avoid problems of duplication and conflict.
- 2) The Education Committee endorses the concept of one day workshops and encourages the Board to repeat these programs in areas where there is a high concentration of individuals who typically cannot travel to an annual meeting.
- 3) The Education Committee recommends the following subjects be considered as workshop programs:

First preference: Management

- Personnel management
- Personnel accountability
- Staff development
- Motivating senior employees

Second preference: Legal Reference

- Providing skills to clerks
- Legal reference to the public
- Legal reference v. practice of law
- Bibliographic instruction outside the classroom

Third category: Special legal topics

- Drug testing
- Aids in the work place
- Coastal developments

4) The Education Committee recommends the following locations be considered for these workshops:

Miami/Tampa/Orlando
Charlotte
Winston/Salem, Durham or Raleigh

5) The Education Committee recommends that SEAALL offer an honorarium to its speakers to be funded by increasing the registration fee.

6) Furthermore, the Education Committee recommends that because of the cruise scheduled for 1989, an enhanced regular meeting rather than a separate workshop be offered. The Education Committee encourages the development of a program to be offered on one day of the cruise and which will deal with personnel management issues.

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Southeastern Chapter
American Association Of Law Libraries

July 27, 1987

Sarah K. Wiant
Washington & Lee University Law Library
Lewis Hall
Lexington, VA 24450

Dear Sally:

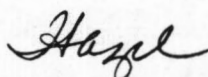
Thanks very much for agreeing to serve as chair of the SEAALL Education Committee for 1987-88. Enclosed is a list of the members of your committee with their professional affiliations.

As we discussed on the phone and as is pretty evident from the education survey, I think the chapter's focus on additional educational activity should be in the nature of one-day programs; ideally a "canned" program with standard outlines and materials that would travel easily. I would like for your committee to construct a plan for a series of such programs, with the ultimate goal being to hold the first ones in 1988/89. Among the items which I think need to be addressed initially are:

- 1) Topic -- basic or advanced, law firm, academic or general orientation
- 2) Location -- central to a large group of librarians, with individuals willing to assume local responsibility, number of different locations
- 3) Registration -- I think the chapter could subsidize this program for awhile, I'd like to see it become a "break-even" situation, but I think we'd like to keep the fees as low as possible at the same time
- 4) Speakers -- local or imported, compensated or not, how much, by whom (chapter or registration fees)
- 5) Format -- half-day, one-day with lunch, one-day lunch on your own
- 6) Program materials -- who produces, do we borrow from previous AALL programs (i.e. Dallas reference institute)

If we organize this up carefully, I think we can set a pattern for it to be repeated each year with different topics. Does this give you an outline of what we are looking for? If not, I'll be happy to talk with you at length at your convenience.

Sincerely,

A handwritten signature in cursive script that reads "Hazel".

Hazel L. Johnson
President

Local, so good. Nice? 57.
2. Local Arrangements Committee

Planning Guide for a March Program

JULY - AUGUST

1. Set date (with an alternative)
2. Reserve meeting place (check on services of local convention and visitors bureau)
3. Decide on program topic
4. Invite AALL officer(s) to attend
5. Get deadlines for all chapter newsletters; act accordingly with preliminary announcement *Nov 15; Early Jan*
6. Send announcements to SEALL newsletter ("Save this date")

SEPT. - OCT.

1. Appoint local committees (recommended committee: coordinators for exhibits, registration, hospitality, program materials)
2. Block out program and preliminary schedule for all activities
3. Begin identifying speakers for program segments
4. Order free folders for handouts (provided by BNA)
5. Write to potential exhibitors and decide how many exhibitors can be accommodated. Set exhibitor fee

NOV. - DEC.

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1. Finalize program components
2. Contact speakers -- the best speakers make commitments far in advance
3. Decide on food service required
4. Contact caterer, get price estimates
5. Tickler to vendor/exhibitors if no response received
6. Exchange mailing labels with NOALL and Atlanta chapters

JANUARY

1. Project a budget for the institute and set an institute registration fee (based on vendor response and preliminary price estimates)
2. Design and draft institute mailer and registration form (submit to SEALL board for comments, suggestions)
3. Decide if alternative registration forms will be printed in newsletters (if so, design and submit to newsletter editors)
4. Send another letter to speakers at the end of the month (serves as a reminder to them; gives opportunity to outline what you want each to cover; gives them a chance to withdraw if they have changed their minds). Ask speakers to submit program outlines (if desired) by a date early enough to reproduce for handouts. Find out if participants will need audio-visual or statutes, etc., in handouts

JANUARY CONT.

5. Finalize design and content of institute mailer. Have it reproduced and mail it out.

FEBRUARY

1. Begin organizing handout materials to be available to participants (bibliographies, etc.)
2. Check biographical information on speakers, and begin organizing remarks for the introduction of topics, speakers
3. Check in with caterers, make any final decisions on food and refreshments
4. Make arrangements with AALL President or Vice-President on arrival and departure times, accommodations, length of their remarks, etc.
5. Reconfirm with exhibitors and inquire about any special needs they have -- communicate any limitations of the exhibit space to them
6. Decide on type of name tags, acquire them (to be typed as registration forms are received); include names of speakers, exhibitors, institute committee members
7. Place news notices (if effort is to be made to encourage non-member attendance)
8. Design evaluation form, if desired

1. Wrap up any details on food and refreshments and room arrangements
2. Order floral arrangements, if desired
3. Make placecards, if needed for head table or speaker's table
4. Make arrangements for microphones, audio-visual equipment, etc.
5. Put together an "Institute Day" care package of miscellaneous useful items: tape, scissors, marking pen, paper, stapler, clock (If needed in meeting room), etc.
6. After final date for registration:
 - a. Type registration list
 - b. Type exhibitor list
 - c. Reproduce sufficient copies of above lists, all handout and program materials, and evaluation forms, if used
 - d. Stuff registration packets
7. Finalize remarks to be made, introductions, needed announcements
8. Make any direction signs needed for the site

3. Publications Committee

Informally advises the Newsletter editor on policy and management matters (production methods, advertising, the nature of material to be published, etc.) In practice, the Newsletter Committee deals directly with most of these questions. The Publications Committee Chair can serve as an informal conduit of information and opinion about the Newsletter received from members of the Publications Committee and other Chapter members.

Develops guidelines for SEALL publication projects:

-- Types of publications that might be undertaken: e.g., bibliographies, research guides, salary surveys, other statistical surveys, model library procedures manual, etc.

-- Production methods, costs, distribution, etc.

Serves as link with Chair of AALL Publications Committee and Law Library Journal and AALL Newsletter editors; suggests Chapter members' publications suitable for inclusion in AALL publications (such as Journal, Newsletter, and AALL Publications and Occasional Papers series).

Makes available to Chapter members information on the variety of existing sources of publication for writing by law librarians, including but not limited to SEALL and AALL publications.

Coordinates updating and distribution of Selective Bibliographies of State Practice Material, State Legislative Information Checklists and Guides to Obtaining Current Legislative Materials that originally appeared in the Newsletter.

Maintains a clearinghouse for in-house publications (such as policy/procedure manuals, disaster plans, guides, marketing plans, legal bibliography exercises and handouts, bibliographies, pathfinders, computer lab handbooks, software, audio/videotapes, etc.)

-- Surveys the membership for in-house publications: completed, in progress and contemplated.

-- Publishes a list of projects in progress and contemplated with name, address and phone number of contact person.

-- Maintains collection of best completed publications, publishes list in Newsletter and makes copies available to interested members.

Keeps the Chapter Procedure Manual up to date. Solicits suggestions from officers, Committee chairs and others for changes to be made in the Manual. Produces updates at

appropriate intervals, with the approval of the Executive Committee. Distributes copies to all Chapter officers and Committee chairs, Presidents of other AALL Chapters, Coordinator of Council of Chapter Presidents, and Executive Director of AALL. Publishes a notice of availability of the Manual in the Newsletter and provides copies at no charge to Chapter members who request them. Also provides copies to those outside the Chapter who request them; if necessary, requests SEALL Executive Board to authorize a charge for copies provided to non-SEALL members, at a price not to exceed actual cost.

Coordinates with SEALL Publicity and Public Relations Committee any items submitted for publication in AALL Newsletter or any other non-Chapter publication.

Prepares and submits to the Executive Board by Oct. 1 of each year a proposed budget for Committee activities.

University of Richmond, Virginia 23173

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4. Publicity & Public Relations CommitteeSchool of Law
Library

DATE: April 12, 1988

TO: Hazel L. Johnson, President, SEAALL

FROM: Steven D. Hinckley, Chair, SEAALL Publicity and
Public Relations Committee

RE: Report of Publicity and Public Relations Committee,
1987-88.

Unfortunately, for reasons that I will detail later in this memorandum, the report of the activities of the SEAALL Publicity and Public Relations Committee for 1987-88 is painfully brief and lackluster. Following your July 27, 1987 instructions to focus on "actual publicity" this year, I sent each Committee member an optimistic letter on September 16, 1987, (copy enclosed), in which I told them that our charge was to "spread the word" about SEAALL activities and accomplishments, regionally and nationally. I anticipated that I would contact each member and make them responsible for compiling lists of publications, in their states, that might be interested in SEAALL news. In fact, I did prepare and "fax" two announcements to Frank Houdek for publication in the AALL Newsletter (one, published in the October, 1987 issue, announcing our 1987-88 SEAALL officers, and the second, published in the December, 1987 issue, outlining the early plans for this year's annual meeting in Lexington). All publicity about the upcoming program that appeared in the Southeastern Law Librarian was sent directly to Tim Coggins by Mary D. Smith and others - none of that ever went by my desk. I was never sent any SEAALL news of "local" interest specifically to the states represented by my committee's members, and as a result, I did not feel that it was worth their time to prepare exhaustive lists of local publications that might never be used. Consequently, the sum total the committee's work for 1987-88 consisted of the preparation of two announcements, published in the AALL Newsletter.

As I hope you can tell from my September 16, 1987 letter to Committee members, I am a believer in more publicity of the accomplishments of law librarians. Unfortunately, I am pessimistic that the SEAALL Publicity and Public Relations Committee, as it is currently constructed, is capable of doing

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the job. I believe that a thorough examination of the organization's publicity and public relations goals needs to be made, and I would encourage you and other Executive Board members to do so at the upcoming Lexington meeting. Although I regret that I cannot be there myself this year, allow me to share a few thoughts about the problems that the Committee faces in accomplishing its objectives, and to recommend some possible Committee changes that might lay the foundation for your discussions.

First, it must be made clear to all officers and members of SEAALL that we have a Publicity and Public Relations Committee, and that all announcements and notices should be sent to the Committee Chair for his or her consideration. In that way, the Chair can decide what the appropriate publications are for distribution, and either send it to that publication him/herself, or forward it to the Committee member responsible for the state with the greatest interest in the notice. Ideally, that should include all notices that are published in the SEAALL newsletter. As indicated above, I received only one thing all year from a SEAALL member requesting publicity and that was Mary Smith's program announcement that she had sent to Tim Coggins. At least by doing that, I was able to fashion a similar notice for publication in the AALL Newsletter. Beyond that, the well was dry, and you cannot publicize things that do not happen! The Committee should be considered the central clearinghouse for all SEAALL notices and announcements.

Second, I would suggest that the Committee have fewer members. While I understand that the goal was to be geographically diverse and large enough to share the responsibilities of the job, there is no way that there will be enough publicity work for eleven people for the foreseeable future. In fact, it takes so long to communicate with a committee of eleven, spread all over the eastern part of the country, that I truly could not justify the time expended to do that, particularly at the expense of my own job! Frankly, I think that the Committee needs a strong chairman and no more than four other members to handle all of our publicity needs. As it stands now, the Committee is unworkably large.

There should be some real communication between the SEAALL Placement Committee and the SEAALL Publicity and Public Relations Committee. I know that this is one of our stated goals for this year, but it has not happened. I suppose that Mary Cross and I should both take the blame for not communicating with the other, but I kept on waiting to hear something about our activities and placement efforts from someone and the word never came. I really do think that we need to get the message out to prospective employers that they should consider our placement service when seeking library staff, but I do not think that the members of the Publicity and Public Relations Committee should have to act like investigative reporters scrounging around for some news fit to print. Instead, news should flow naturally to the Committee, and

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it should be the Committee's job to disseminate it to interested parties.

I hope that this does not sound too pessimistic. I am willing to take responsibility for not doing more to stir my Committee up. However, as I have said, I found this Committee to be nearly impossible to get a handle on, and I feel that some serious rethinking of the mission and structure of the Committee is needed if it is ever to operate successfully. I was honored to be asked to serve as Committee Chair, and I would be glad to do anything that I can to help restructure the Committee in the future. Please feel free to call me anytime to discuss these comments at length if you so desire.

5. Service to SEALL Committee

66.

MEMORANDUM

To: Hazel L. Johnson, President
From: Donald G. Ziegenfuss *for*
Date: March 4, 1988
Re: Report and Recommendations of the Special Committee
on Service to SEALL

The Special Committee on Service to SEALL* met by telephone conference to discuss the concept of making an annual award for service to the Chapter. The Committee discussed several proposals including an award for continuing service as well as an award for service provided during one year. The Committee feels that an award would be an effective vehicle to encourage participation by newer members and a potential vehicle to recognize those members who continue to make contributions to the Chapter year after year.

The Committee chose not to recommend an award to a particular person this year without having Board approval of the concept and the funding.

The Committee recommends that:

- 1) the President appoint annually, but at his or her discretion, a special committee to be called the "Committee on Service to the Chapter", composed of three members, one of whom shall be the immediate past-president;
- 2) this Committee be empowered to receive nominations, to select candidates and to give an award to the person who makes a special contribution to the Chapter;
- 3) the selection be based primarily on the work performed during the prior year; but, that the selection in any given year may be based on cumulative, or continuing, service to the Chapter;
- 4) this award be a plaque, signifying the contribution, as well as a stipend in the amount of \$100.00;
- 5) this award be given at the annual meeting of the Chapter.

* The Committee members are Clayne Calhoun, Robin K. Mills and Donald G. Ziegenfuss.